

REASON FOR THIS POSITION						POSITION DESCRIPTION COVER SHEET							
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER									
RECOMMENDED													
4. TITLE						5. PAY PLAN		6. SERIES		7. GRADE			
8. WORKING TITLE						9. INCUMBENT (Optional)							
OFFICIAL													
10. TITLE Physical Science Aid													
11. PP		12. SERIES		13. FUNC		14. GRADE		15. DATE		16. I/A		17. CLASSIFIER	
GS		1311				04		MONTH/DAY/YEAR		YES		NO	
								4/22/02					
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)													
1st						5th							
2nd						6th							
3rd						7th							
4th						8th							
SUPERVISOR'S CERTIFICATION													
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.													
19. Supervisor's Signature				20. Date		22. Second Level Supervisor's Signature				23. Date			
21. Supervisor's Name and Title						24. Second Level Supervisor's Name and Title							
FACTOR EVALUATION SYSTEM													
FACTOR		25. FLD/BMK		26. POINTS		FACTOR		25. FLD/BMK		26. POINTS			
1. Knowledge Required						6. Personal Contacts							
2. Supervisory Controls						7. Purpose of Contacts							
3. Guidelines						8. Physical Demands							
4. Complexity						9. Work Environment							
5. Scope and Effect						Level III, Degree B 27. TOTAL POINTS				27.			
PCS for Physical Science Technician Series, (Special Supplement) GS-1311 (TS 38, 1/80 / TS 67, 4/67										28. GRADE		28.	
CLASSIFICATION CERTIFICATION													
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.													
29. Signature /S/ MARILYN STETKA								30. Date 4/22/02					
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)													
32. Remarks FLSA: N						Standard Job#1311-04			33. OPM Certification Number				

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 04	6. IP NO. (8)
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B. MASTER RECORD

1. PAY GS	2. OCC.SER (4) 1311	3. OCC FUNC.	4. OFF. TITLE CD 0001	5. OFF. TITLE (38) PHYS SCI AID		
6. HQ.FLD.CD. (1) 1=HQ 2=FLD	7. SUP.CD. (1) 8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA 5=Mgmt. CSRA 6= Leader LGEG 8=All Others	8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N=NO Y=Interdis	10. DT. CLASS (6) MO DA YEAR 04 22 02	
11. EARLY RET. CD. (1) 1=Primary 2=Secondary	3=Foreign Svc. Blank=NA	12. INACT/ACT (1) A I=Inactive A=Active	13. DT. ABOL. (6) MO DAY YEAR	14. DT.INACT/REACT (6) MO DAY YEAR	15. AGCY. USE (10)	
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)						
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)						

C. INDIVIDUAL POSITION

1. FLSA CD. (1) N E=Exempt N=Nonexempt	2. FIN. DIS. REQ. (1) 0 N 0=None 1=CD 219 3=SF 278 4=AD 392	3. POS. SCHED. (1) A=Sched A B=Sched B 0=Excepted but not A, B, C	4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical	5. COMP. LEV. (4) 04PA											
6. WK. TITLE CD. (4)	7. WK TITLE (38)														
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th	9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE														
10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes	13. DUTY STATION (9) State (2) City(4) Cnty(3)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6) MO DAY YEAR	16. PAS. IND. (1) Blank=N/A 1=PAS	17. DATE EST. (6) MO DAY YEAR 04 22 02								
18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG	4=Sup./Program 5=RGEG 6=Policy Analysis GEG	7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use		19. DT. REQ. REC. (6) MO DAY YEAR	20. NTE. DT. (6) MO DAY YEAR	21. POS. ST. Y=Perm N=Other									
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results) <table border="0"> <tr> <td>Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev.</td> <td>Maintenance Review Act 5=Desk Audit 6=Sup. Audit 7=Paper Rev.</td> <td>Results 1=No Action Req. 2=Minor PD Change 3=New PD Req.</td> <td>5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade</td> <td colspan="4">9=Other</td> </tr> </table>								Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev.	Maintenance Review Act 5=Desk Audit 6=Sup. Audit 7=Paper Rev.	Results 1=No Action Req. 2=Minor PD Change 3=New PD Req.	5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade	9=Other			
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23. DT. EMP. ASGN. (6) MO DAY YEAR	24. DT. ABOL. (6) MO DAY YEAR	25. INACT/ACT (1) A 1=Inact. 2=Act.	26. DT. INACT/REACT (6) MO DAY YEAR	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)									
30. CLASSIFIER'S SIGNATURE				31. DATE											

32. REMARKS

Standard Job #1311-04

A. MAJOR DUTIES

Performs standardized routines such as standardized tests, procedures, or operations which require a general knowledge of basic physical science and the ability to know when and how to resolve problems encountered or to make adaptations in the sequencing of the tasks performed.

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Assists in one or more phases of the research process by performing a variety of standardized or routine duties, in a laboratory environment, common to the assigned area of work.

Performs routine and recurring techniques and studies using a variety of specialized equipment.

Records instrument readings, collects samples, and takes measurements.

Keeps detailed records of experimental data and tabulates data using personal computers and software packages.

Maintains inventories of chemicals, prepares solutions and reagents for use in the laboratory, and safely disposes of waste material (both chemical and biological).

Keeps work area in a neat and orderly manner.

B. EVALUATION FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION

General knowledge of the basic principles of physical science (e.g., chemistry, physics, etc.) to perform routine or recurring techniques and studies, record instrument readings, collect samples, and take measurements.

Basic knowledge of processes, methods, and procedures necessary to perform the full range of duties in the assignment area.

Skill in the operation of basic equipment common to the specific area of research being conducted to perform routine tests or take measurements and readings.

Ability to keep exact and detailed records of data obtained from experiments.

Ability to operate a personal computer using word processing and/or other software programs.

Ability to recognize subtle variations in often repeated experiments.

2. SUPERVISORY CONTROLS

The supervisor or higher grade employee makes continuing assignments by initially indicating, orally or through written work orders, such criteria as the amount of work expected, general explanation of what is to be done, advice on the location of reference material or work samples, and the nature of the limits applicable to the assignments.

Within established procedures, the technician independently executes the task sequences associated with recurring and continuing work and makes adjustments to accommodate needed minor deviations in work methods. Unfamiliar situations or technical deviations from established practices are referred to the supervisor for guidance or resolution.

The supervisor or work leader ensures that tasks completed, data developed, the methods used in securing and verifying data, and application of guidelines are technically accurate and in compliance with instructions and established procedures.

3. GUIDELINES

Characteristically, the guidelines are directly applicable, specific, and used repetitively in the work. The routinely used portions of the guidelines, e.g., those used daily, are often memorized or are quickly referenced. These guidelines typically consist of such things as standing oral instructions, written guides, charts, manuals, schedules, equipment manufacturers' operating manuals, standard and established operating procedures, and agency regulations. Little or no judgment is required in applying the guidelines. Incumbent works in strict adherence to the guidelines, referring needed deviations or those with a lack of clarity to the supervisor.

4. COMPLEXITY

Assignments consist of performing a variety of routine procedural tasks or one or more complex duties related to regular and recurring technical work, operating a variety of pieces of equipment or one or more complex equipment systems commonly associated with the work site, and/or performing a full

variety of the standardized technical support and technical duties associated with the work.

Performance of the assignments requires making choices when, for example, executing a number of sequential, related steps or assembling several pieces of equipment. Incumbent exercises independence in recognizing differences, choosing the right course of action, and then selecting and executing the proper task sequences for completing the work.

Incumbent deals with facts, e.g., spots readings which are outside the normal range of tolerance or acceptability, or determines how best to present raw data. Determines what needs to be done to update or complete records and documents and initiates action to acquire needed information from others as indicated by situations encountered in the work.

5. SCOPE AND EFFECT

Completed assignments constitute a complete segment of assignments with broader scope, e.g., daily collects data for use by others involved in research.

Work products affect the accuracy, reliability, or acceptability of further procedures, processes or services, e.g., the ability of a scientist to complete with accuracy a phase of the research process.

6. PERSONAL CONTACTS

Personal contacts are with employees in the agency, inside and outside of the immediate organizations, e.g., personnel from higher level organizational units, or, occasionally, resource individuals from State or local government units, or other Federal agencies.

7. PURPOSE OF CONTACTS

The personal contacts are established to: exchange information about procedures, schedules, or operating problems; clarify information on records; report on the results of studies; explain the steps involved in operating equipment; explain the reason the work is being performed; or to explain other factual information. The facts or information exchanged may range from easily understood to highly technical.

8. PHYSICAL DEMANDS

The work requires some physical exertions, such as regular and recurring running, walking, or bending. In many situations the duration of the activity (e.g., continuous testing of samples) contributes to the arduous nature of the job. In other situations, there may be special requirements for agility or dexterity such as exceptional hand/eye coordination.

9. WORK ENVIRONMENT

The work requires moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, machines, with irritant chemicals, bacteria, or obnoxious odors. The incumbent is required to use protective clothing or gear such as masks, gowns, goggles, gloves.

C. OTHER CONSIDERATIONS (Check if applicable)

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicator's License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: _____